ARCHITEAM

website user guide 1.0

November 2011

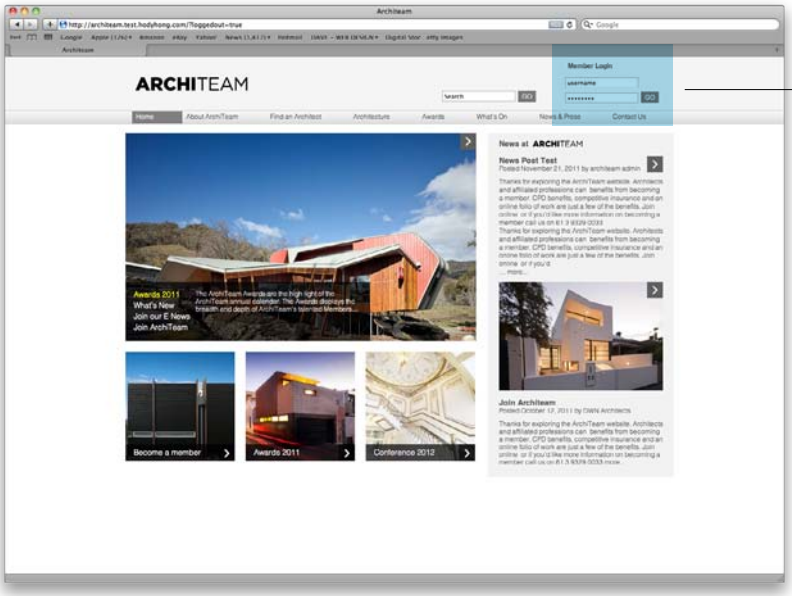
Website design by **sweetcreative.com.au**

STEP 1

Access **www.architeam.net.au**

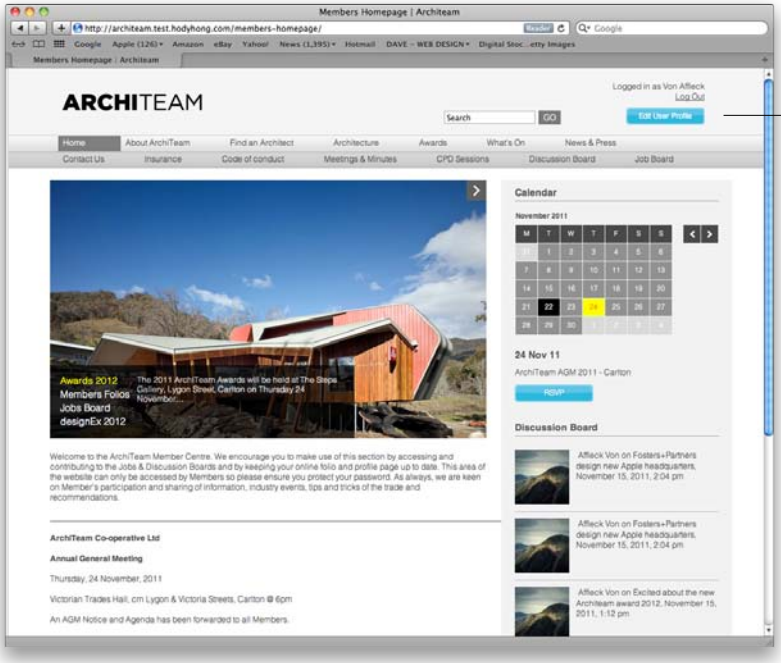
STEP 2

Member Login
Imput your username and password provided by ArchiTeam



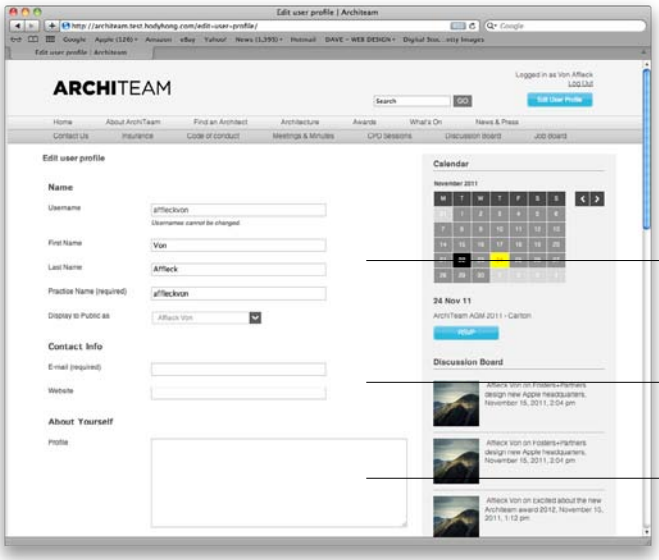
STEP 3

click **edit user profile**



STEP 4

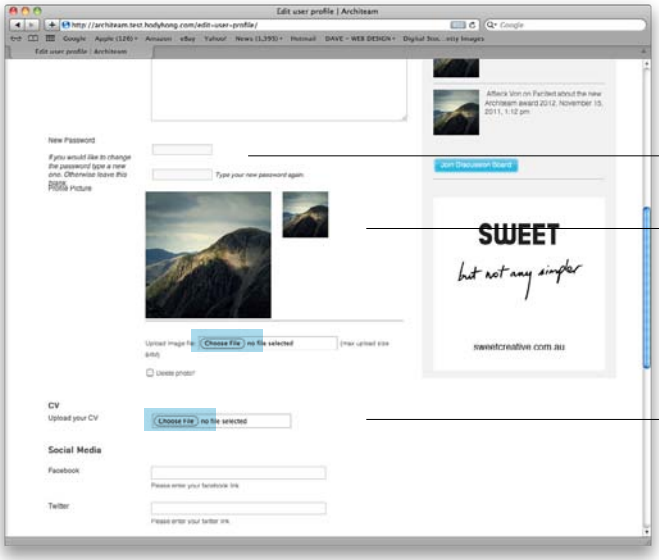
Input details *name, address, website, profile image etc*



name details

contact information

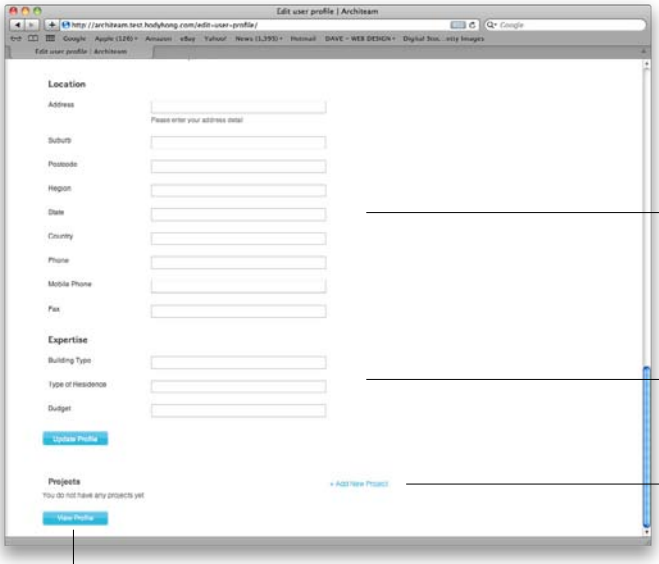
biography



change password

upload profile image
format: **220px** x **220px jpeg**

upload CV
format: **text file or PDF**



practice details

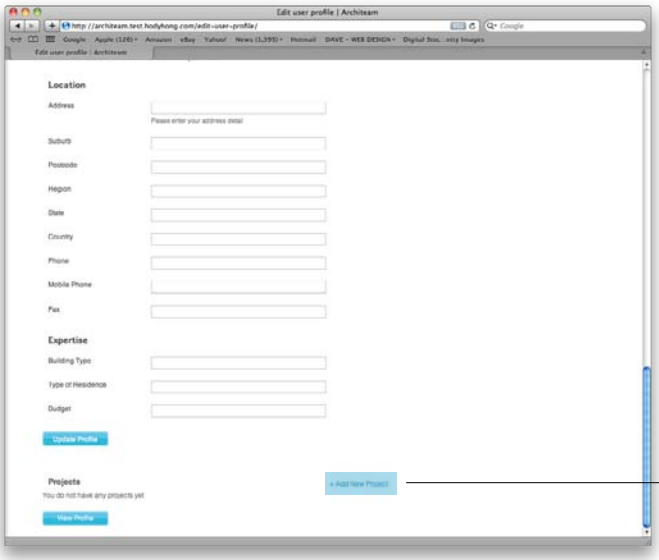
expertise

add a project to your profile

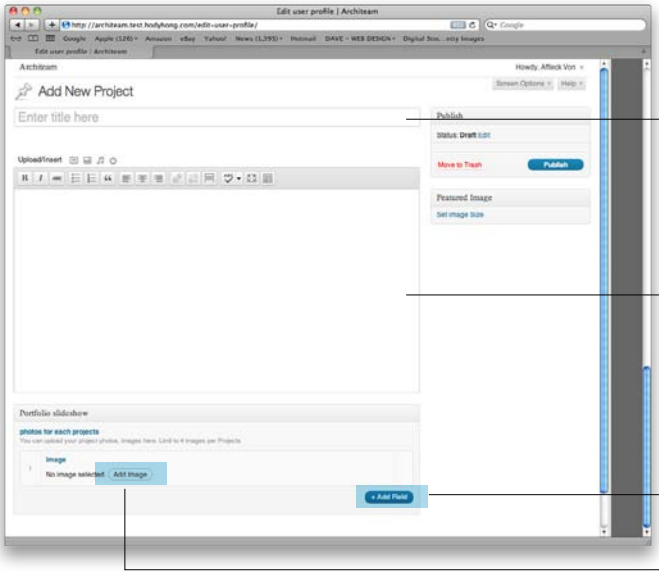
view profile

STEP 5

How to **Add a project**



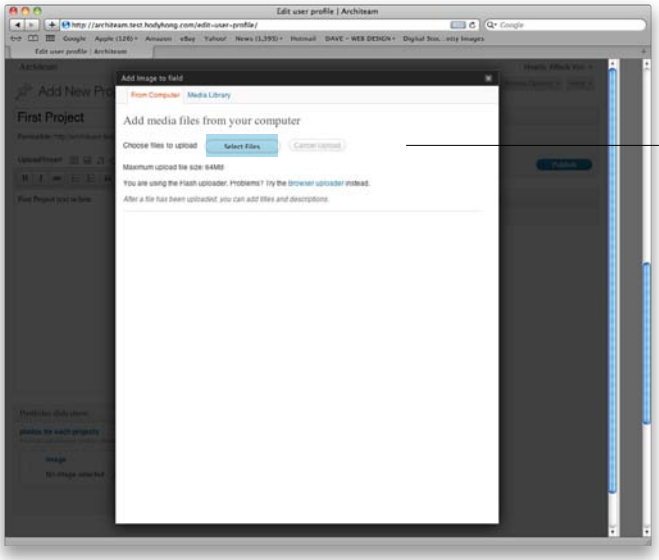
add a project to your profile



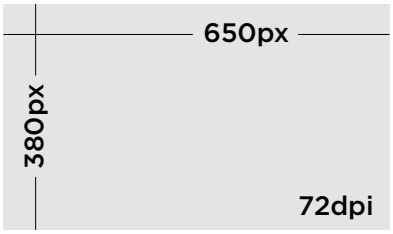
enter project title

enter brief description
max 100 words

click **add field**
then click **add image**



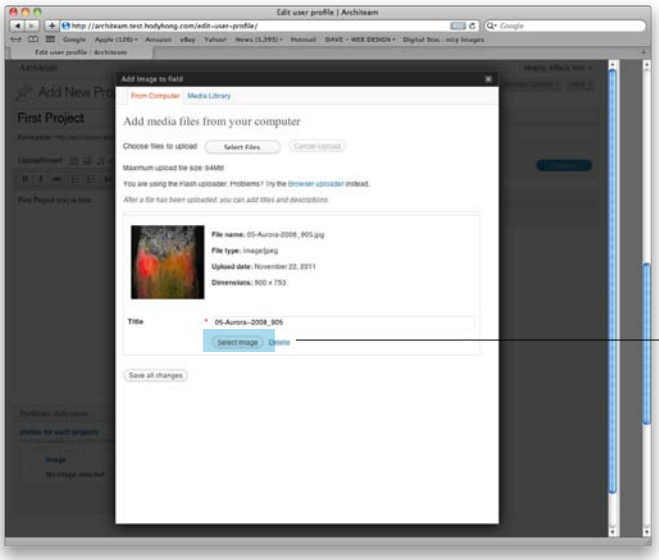
click **select files**, then
upload an image saved
on your computer
format: **650px** x **380px jpeg***



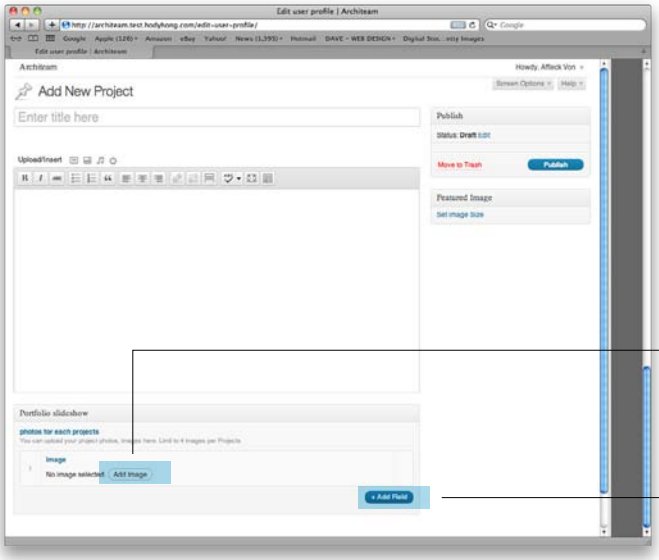
*this is a guide.
Image will auto re-size
if necessary

STEP 5 Continued

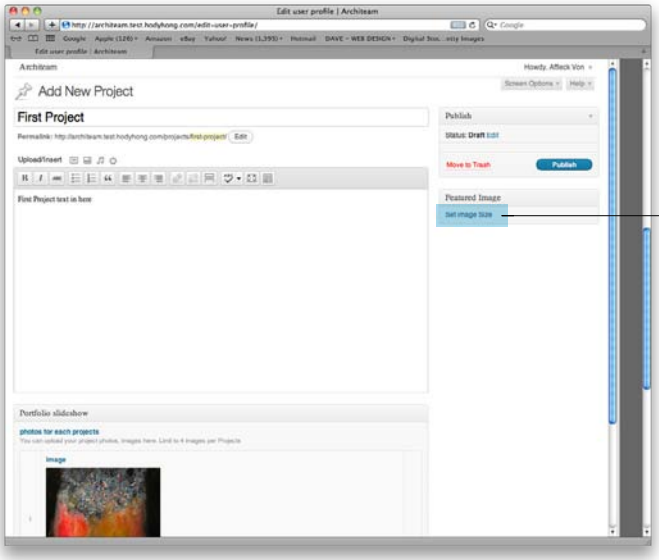
How to **Add a project**



uploaded image will appear as a thumbnail, then click **select image**



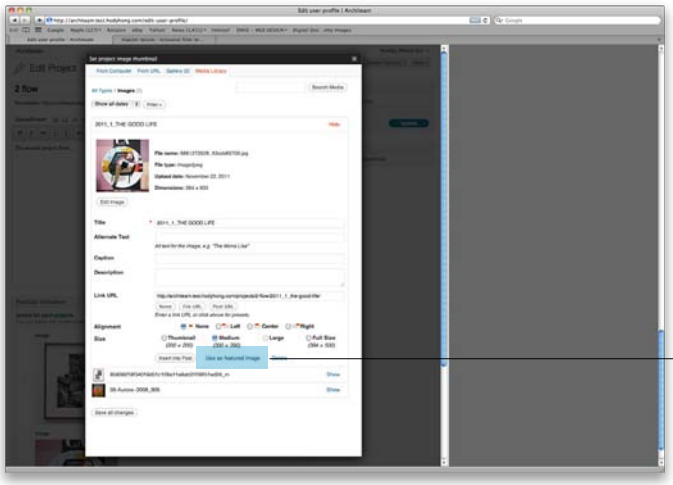
you can add up to 4 images per project to add another simply follow the same step. click **add field** then click **add image**



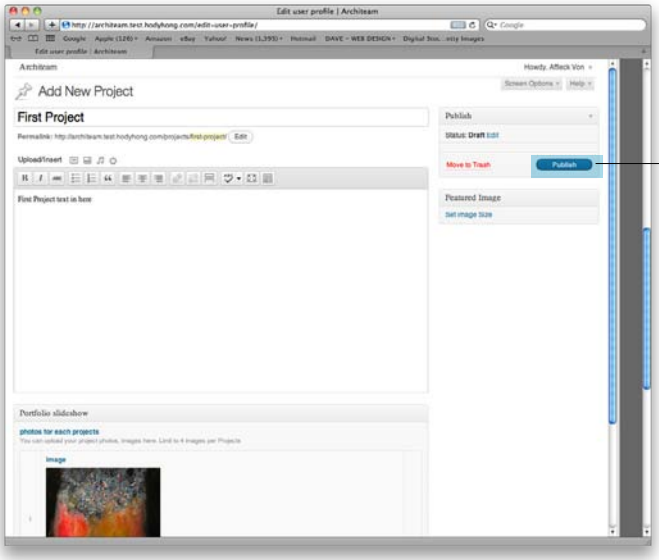
Click here to create the thumbnail for your project. **It is important you do this.**

STEP 5 Continued

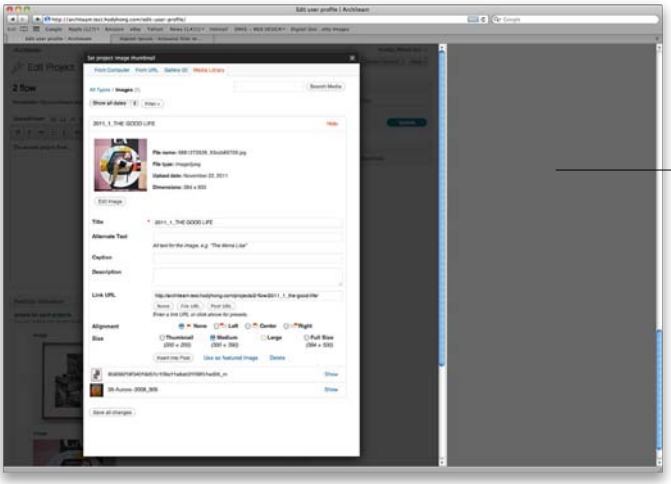
How to **Add a project**



Once you have selected your thumbnail. Click the **use as feature image** button.



once you have completed your project, it is **very important** that you click the **publish button**.

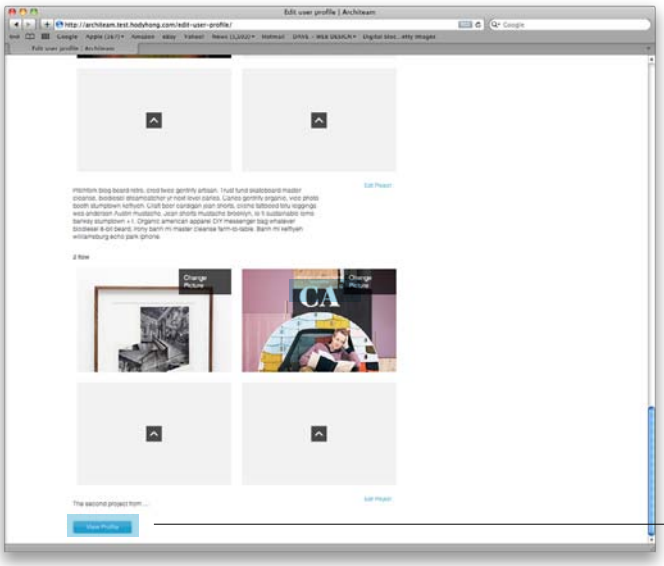


once you have completed your project, click anywhere within the **grey area** to the side to return to the ArchiTeam website.

To add another project (you are allocated 4) go to the **edit user profile** page and **click add another project**

STEP 6

How to **View your profile**



To view changes to your profile click the **view profile** button at the bottom of the **edit user profile** page

For all enquiries contact ArchiTeam

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